



## ADMINISTRATIVE REGULATION

Effective Date: October 28, 2020

Administrative Regulation: 1-7

Revision Date: Not Applicable

Supersedes: November 30, 2019

Approved By: William H. Ashton II

Subject: Certification and Licensing Program

### I. Purpose

The purpose of this program is to recognize and compensate regular status employees who have acquired certifications or licenses after the effective date of this program. Employees must have achieved the certification or license while employed with the town of Herndon. Certifications and licenses must be related to their current position or posturing for relevant promotional opportunity within the town, as determined by their department head.

### II. Employees Involved

All regular status town employees.

### III. General Information

Certifications and licenses listed under this regulation will receive the corresponding pay increase for the documented achievement of the certification or license on the first day of the following pay period. In all cases, the new wage must be within the applicable pay grade.

If an employee loses the certification or license or lets it lapse, in the case of a pay increase, their pay will be reduced by the monetary amount of the increase at the time the certification was achieved, on the first day of the next pay period. Failure of an employee to inform human resources in writing of the lapse or expiration of the certification or licensure may result in discipline up to and including termination.

The increase or bonus as applicable to the valid certification or license will only be paid once. The town will not pay an increase for a lapsed or expired certification or license which is then renewed.

New hires who currently hold listed licenses and certifications will have these increased rates built into their pay and will not be paid again, under this program.

Certification/License	Compensation
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Commercial Driver's License (CDL)	3% in-grade increase
Professional Engineer License (PE)	5% in-grade increase
Certified Payroll Professional Certification (CPP)	3% in grade increase
Department of Housing and Community Development (DHCD) Combination Inspector and Plans Examiner (Completion of all DHCD certifications to meet the requirements of a Combination Building Inspector, Residential or Commercial plus DHCD certification as a residential or commercial Plans Examiner)	5% in-grade increase
DHCD Certified Building Official	\$1,500 one-time bonus
Associate in Risk Management (ARM)	3% in-grade increase

This regulation may be modified under authority of the town manager.

A handwritten signature in black ink, appearing to read "William H. Ashton II", written over a horizontal line.

William H. Ashton II  
Town Manager